

State of Alaska FY2009 Governor's Operating Budget

Department of Transportation/Public Facilities Central Region Support Services Component Budget Summary

Component: Central Region Support Services

Contribution to Department's Mission

Provide leadership and accountability of all Central Region activities, and to support regional operations with quality procurement and budgetary services.

Core Services

- Provide administrative leadership, procurement, and budgetary support to all operating divisions in Central Region including Maintenance & Operations, Design and Engineering Services, Construction and CIP Support, and Planning. Additional support is provided to Headquarters units located in Anchorage that include Statewide Aviation, Statewide State Equipment Fleet, Measurement Standards and Commercial Vehicle Enforcement, Equal Employment and Civil Rights, as well as the International Airport System Office and Ted Stevens Anchorage International Airport components. Other offices receiving support are Internal Review, Engineering and Operation's Materials Section, and Information Systems.
- Direct all functions of the organization; provides focal point for coordination between divisions, with outside agencies, and general public.
- Coordinate preparing operating budgets requests for 8 Central Region components.
- Procure equipment, commodities, rentals, leases and service agreements, including formal procurements, to meet the needs and requirements of operational components. Receive, stock, and deliver goods and maintain inventory of state property.

| FY2009 Resources Allocated to Achieve Results | | |
|---|-------------------|-----------|
| FY2009 Component Budget: \$989,000 | Personnel: | |
| | Full time | 12 |
| | Part time | 0 |
| | Total | 12 |

Key Component Challenges

- Find ways to improve information gathering and dissemination process to enhance efficiency. This can be achieved by training more end users and vendors, enabling customers to electronically submit orders thereby reducing redundancy of data entry
- Study enhanced uses of technology during this period to continue supporting federal programs. Systems that rely on information can benefit from technological solutions.
- Continue to enhance procurement skills to successfully accomplish formal procurements in support of the Central Region. The majority of procurement staff are certified to procure an unlimited dollar value in products to take on newly delegated responsibility for establishing multi year Central Region Contract Awards, continue to train balance of staff to keep up with added responsibilities.

Significant Changes in Results to be Delivered in FY2009

No significant change anticipated.

Major Component Accomplishments in 2007

- Implemented BuySpeed Online Purchasing Program enabling end users to submit orders online, enabling buyers to solicit competition online with the end result providing less paperwork, and a faster turnaround time in purchasing

and receiving of product.

- Enabled BuySpeed status and tracking feature to monitor contract awards and maintenance agreements.
- Provided information on technological enhancements for the BuySpeed Program that has led to efficiencies in reporting and dissemination of budget and procurement information.
- Processed 3,701 stock requests within an average of 0.51 days per request.
- Continued to streamline warehouse stock by buying larger quantities of high demand goods, stocking more products thereby gaining a better price and depleting old stock.
- Improved the budget reporting process and accuracy of projections for all budget components, especially those that have seasonal fluctuations.
- Monitored budget spending patterns to reach the goal of staying within the region's budgeted allocations by informing managers sooner of potential problems before they occur.
- Established Design and Construction monthly vehicle usage reports to monitor expenditures and revenue by vehicle to enable managers to make informed decisions for turning in vehicles that are rarely used.

Statutory and Regulatory Authority

AS 02 Aeronautics
AS 36 Public Contracts
AS 37 Public Finance
AS 44 State Government
AAC17 Department of Transportation and Public Facilities

| Contact Information |
|---|
| <p>Contact: John Tolley, Chief, Planning and Administrative Services Phone: (907) 269-0520 Fax: (907) 269-0521 E-mail: john.tolley@alaska.gov</p> |

| Central Region Support Services Component Financial Summary | | | |
|--|-----------------------|-----------------------------------|------------------------|
| <i>All dollars shown in thousands</i> | | | |
| | FY2007 Actuals | FY2008 Management Plan | FY2009 Governor |
| Non-Formula Program: | | | |
| Component Expenditures: | | | |
| 71000 Personal Services | 770.3 | 858.6 | 917.5 |
| 72000 Travel | 13.3 | 8.0 | 8.0 |
| 73000 Services | 56.1 | 50.4 | 50.4 |
| 74000 Commodities | 22.1 | 11.6 | 11.6 |
| 75000 Capital Outlay | 1.5 | 1.5 | 1.5 |
| 77000 Grants, Benefits | 0.0 | 0.0 | 0.0 |
| 78000 Miscellaneous | 0.0 | 0.0 | 0.0 |
| Expenditure Totals | 863.3 | 930.1 | 989.0 |
| Funding Sources: | | | |
| 1004 General Fund Receipts | 563.2 | 564.3 | 665.7 |
| 1026 Highways/Equipment Working Capital Fund | 44.6 | 44.6 | 0.0 |
| 1027 International Airport Revenue Fund | 77.5 | 78.3 | 80.4 |
| 1061 Capital Improvement Project Receipts | 178.0 | 242.9 | 242.9 |
| Funding Totals | 863.3 | 930.1 | 989.0 |

| Estimated Revenue Collections | | | | |
|--------------------------------------|-------------------------------|-----------------------|-----------------------------------|------------------------|
| Description | Master Revenue Account | FY2007 Actuals | FY2008 Management Plan | FY2009 Governor |
| Unrestricted Revenues | | | | |
| None. | | 0.0 | 0.0 | 0.0 |
| Unrestricted Total | | 0.0 | 0.0 | 0.0 |
| Restricted Revenues | | | | |
| Capital Improvement Project Receipts | 51200 | 178.0 | 242.9 | 242.9 |
| Restricted Total | | 178.0 | 242.9 | 242.9 |
| Total Estimated Revenues | | 178.0 | 242.9 | 242.9 |

**Summary of Component Budget Changes
From FY2008 Management Plan to FY2009 Governor**

All dollars shown in thousands

| | <u>General Funds</u> | <u>Federal Funds</u> | <u>Other Funds</u> | <u>Total Funds</u> |
|---|----------------------|----------------------|--------------------|--------------------|
| FY2008 Management Plan | 564.3 | 0.0 | 365.8 | 930.1 |
| Adjustments which will continue current level of service: | | | | |
| -FY 09 Health Insurance Increases for Exempt Employees | 0.2 | 0.0 | 0.0 | 0.2 |
| -FY 09 Bargaining Unit Contract Terms: General Government Unit | 11.8 | 0.0 | 14.5 | 26.3 |
| -Correct Unrealizable Fund Sources for Salary Adjustments: GGU | 12.8 | 0.0 | -12.8 | 0.0 |
| -FY 09 Bargaining Unit Contract Terms: Labor Trades and Crafts Unit | 1.2 | 0.0 | 1.2 | 2.4 |
| -Correct Unrealizable Fund Sources for Salary Adjustments: LTC | 0.8 | 0.0 | -0.8 | 0.0 |
| -Replace HWCF funding with GF due to reduced administrative support to State Equipment Fleet | 44.6 | 0.0 | -44.6 | 0.0 |
| -Bring personal services within vacancy factor guidelines - transfer funding from CR Highways and Aviation | 30.0 | 0.0 | 0.0 | 30.0 |
| FY2009 Governor | 665.7 | 0.0 | 323.3 | 989.0 |

**Central Region Support Services
Personal Services Information**

| Authorized Positions | | Personal Services Costs | | |
|----------------------|---|----------------------------------|----------------------------------|----------------|
| | <u>FY2008</u> <u>Management</u> <u>Plan</u> | <u>FY2009</u> <u>Governor</u> | | |
| Full-time | 12 | 12 | Annual Salaries | 568,859 |
| Part-time | 0 | 0 | COLA | 26,991 |
| Nonpermanent | 0 | 0 | Premium Pay | 0 |
| | | | Annual Benefits | 339,442 |
| | | | <i>Less 1.90% Vacancy Factor</i> | (17,792) |
| | | | Lump Sum Premium Pay | 0 |
| Totals | 12 | 12 | Total Personal Services | 917,500 |

Position Classification Summary

| Job Class Title | Anchorage | Fairbanks | Juneau | Others | Total |
|--------------------------------|-----------|-----------|----------|----------|-----------|
| Administrative Clerk II | 1 | 0 | 0 | 0 | 1 |
| Administrative Manager II | 1 | 0 | 0 | 0 | 1 |
| Asst Commissioner | 1 | 0 | 0 | 0 | 1 |
| Budget Analyst III | 1 | 0 | 0 | 0 | 1 |
| Procurement Spec I | 1 | 0 | 0 | 0 | 1 |
| Procurement Spec III | 1 | 0 | 0 | 0 | 1 |
| Secretary | 1 | 0 | 0 | 0 | 1 |
| Stock & Parts Svcs Sub Journey | 2 | 0 | 0 | 0 | 2 |
| Supply Technician II | 3 | 0 | 0 | 0 | 3 |
| Totals | 12 | 0 | 0 | 0 | 12 |